



National Aeronautics and
Space Administration

Jet Propulsion Laboratory
California Institute of Technology
Pasadena, California

Jet Propulsion Laboratory Annual STI Update

May 18, 2004



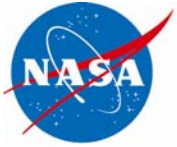


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STI supported by

- Technical Information Section***
- Library, Archives, and Records Section***
- Institutional Computing and Information
Services Office Knowledge Management Team***



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Technical Information Section



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Technical Information Section FY'04 Highlights

- *Cleared 3,629 hard-copy documents for external release (April 2003–March 2004)*
- *Achieved an average clearance cycle time of 3.86 days*
- *Made external reports electronically available to CASI via the JPL TRS*



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Technical Information Section FY'04 Highlights (cont'd)

- *Helped develop high-profile websites*
 - *Inside NASA portal*
 - *JPL technical group supervisors portal*
 - *Deep Space Network triage site*



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Technical Information Section FY'04 Highlights (cont'd)

- *Provided comprehensive support for Mars Exploration Rover activities*
 - *Procedure editing, writing, and production*
 - *Still photography and high-speed video*
 - *Real-time public website updates and capture in writing of technical observations during entry, descent, and landing of both spacecraft*



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Technical Information Section FY'04 Highlights (cont'd)

- *Implemented Electronic Document Information Management System (E-DIMS)*
 - *Web access to metadata about JPL internal and external documents*
- *Purchased ImageSite software tool to store and distribute digital engineering drawings*
 - *Scheduled for rollout in June 2004*



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Technical Information Section FY'04 Highlights (cont'd)

- *Redesigned Photolab internal website*
 - *Linked 45,000 thumbnail images to screen-resolution version*
- *Digitizing 120,000 Deep Space Network drawings*
- *Awarded duplicating contract to Pitney Bowes, effective October 1, 2003*



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Technical Information Section FY'04 Highlights (cont'd)

- ***Progressing with Integrated Document Management System (IDMS)***
 - ***IDMS will***
 - ***Consolidate databases, thereby eliminating redundant data entry***
 - ***Increase the number of JPL-authored documents available on the web***
 - ***Speed up the clearance process for external documents and websites by providing a web-based end-to-end process***

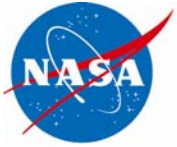


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Technical Information Section FY'04 Highlights (cont'd)

- ***IDMS (cont'd)***
 - ***Have approved functional requirements and functional design documents***
 - ***Currently working on a technical design document and will be establishing a test environment***



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Technical Information New Initiatives

- *Working on a process to send JPL-produced lithographs electronically to the Planetary Photojournal website
(<http://photojournal.jpl.nasa.gov/index.html>)
 - *Permits world-wide access through NIX**



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Library, Archives, and Records



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Library and Records Staffing and Organizational Changes

- *Archives and Records split into 2 groups*
 - *New records manager: Kay Schardein*
 - *Records manager supervises project librarian*
- *Planning for new Archives and Records subcontract(s)*
- *Historian position in Office of Communications and Education still open*



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Library and Records Planning

- ***3-year plan under development with Outsell's (library consultants) guidance***
 - ***Draft vision for section: completed***
 - ***Strategic assessment: completed***
 - ***Stakeholder interviews: in process***
 - ***Needs assessment: in process***



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Library FY'04 Highlights

- **Collections**
 - *Implemented approval plan with book vendor*
 - *Obtained license for SPIE electronic library*
 - *Continuing TRS catch-up*
 - *Anticipating JPL Author Database rollout for 3rd quarter*
 - *Working to streamline licensing of e-journals*



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Library FY'04 Highlights (cont'd)

- **Services**
 - ***Implemented new value-added services: reports and market research***
 - ***Summary reports on technologies and partners to support future missions***
 - ***Use of bibliometric analysis to assess the expertise of institutions in different technical areas***
 - ***Started publishing monthly promotional flyers***
 - ***Redid website***



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Library FY'04 Highlights (cont'd)

- ***Services (cont'd)***
 - ***Preparing for Inter-Library Loan System rollout in July***
- ***Posted 1,970 new documents to the JPL TRS***
 - ***Total number now posted = 14,651***

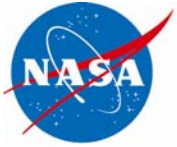


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Library and Records New Initiatives

- *Records management training for all levels*
 - *Rollout scheduled for October 2004*
- *Records management file maps and retention schedules*
 - *Rollout scheduled for December 2004*
- *Linking from databases to full text*
 - *Scheduled rollout for FY'05*



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Library Support for Knowledge Management

- *Working with JPL CIO's office to develop common core metadata*
- *Participated in developing NASA taxonomy*
- *Took on ownership of Organize Knowledge process*



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Document Management/ Archives and Records

- ***Project libraries***
 - ***Now responsible for 1 project library and 1 librarian***
 - ***Assisting in structuring 2 others***
 - ***Significant role in project librarian training***



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Knowledge Management



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JPL Support for NASA KM Team

- *Led implementation of external NASA portal*
- *Led technical implementation and general rollout of Inside NASA portal*
- *Supported the NASA Mars Exploration Rover public websites*

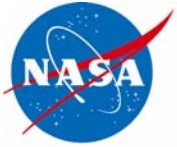


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JPL Support for NASA KM Team (cont'd)

- *Deployed the Lessons Learned Knowledge Network for the NASA Office of the Chief Engineer and moving towards operations*
- *Working on knowledge-sharing and decision-support tool activities resulting from the Columbia Accident Investigation Board and Diaz Report*
- *Led KM session at the e-Gov Institute, April 2004*

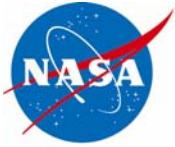


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JPL Support for NASA KM Team (cont'd)

- *In the Federal KM Working Group and chairing the Knowledge Retention Group*
- *Chairing the NASA KM Team*
- *Co-chairing an IAF Working Group on KM for Aerospace*
- *Participating in group looking at NASA awards and recognitions programs*



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JPL KM Team

- *Implemented “Inside JPL” portal*
- *Redid JPL KnowWho experts directory website*
- *Supported Mars rover landing with e-library*
- *Piloted a web content management capability on JPL eNews, using a LAMP (Linux, Apache, MySQL, and PHP) “stack” in an institutional web-hosting environment*
- *Provided leadership in development of NASA taxonomy*